

September P-Card Newsletter



Left to right: Michelle So, Tina Shields,
Teresa Davis, and Kelly Hunsaker

Autumn is a time of change, and our P-Card team is no exception. Join us in *welcoming back* Michelle So and Teresa Davis!

Our goal is to provide you with the highest level of customer service, we love what we do and it's a privilege to work with each and every one of you every day!

Need immediate assistance?

Try our shared mailbox: <mailto:P-CardTeam@kingcounty.gov>

Capital Assets over \$5K



We have collaborated with the Financial Management Section and you can now purchase capital assets on your P-Card! When doing so, however there are three important steps to follow:



- 1) Use the correct Expense Type in your POETA
- 2) Notify your unit's [capital assets inventory contact](#)
- 3) Use the 56XXX expense type in iExpense

Your capital assets inventory contact will need to make sure that the capital asset is tagged and that an [acquisition form](#) is sent to the Financial Accounting Unit, Capital Assets team.

Another great resource is our [Expense Type List](#), available on our [P-Card Website](#)!

Examples of Capital Assets:

Artwork, furniture, machinery, medical equipment, , fixtures, telecom equipment, etc. over \$5K

A quick guide to codes:

52XXX—General Supplies under 5K
53XXX— Services and Other Charges
56XXX— Capital Assets over 5K



Report Improvements!

We have modified our P-Card Reports to make them more user friendly! We are currently in the process of updating the historical reports online to reflect the following changes.

1. Passenger Name and Ticket Issuer are included for airline tickets.
2. Flights now reflect class, travel type, and from and to destinations.
3. POETA fields are now in separate fields this will make sorting of fields a cinch!

The changes are being put into production today, stay tuned!

[P-Card reports](#) are uploaded daily and can be accessed through our [website](#).

P-Card Training

Our next P-Card training is on Tuesday, October 4th at 1:30.

All are welcome!

[Register Now!](#)

